

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> Transporting Injured/Ill County Employees	<b>Number:</b> A2216 <b>Issue Date:</b> 11/91
<b>Approved:</b> Roy Pederson	<b>Initiating Department:</b> Risk Management	

## A. Purpose

To establish guidelines for transporting County employees who become ill or injured while on duty.

## B. Policy

### 1. Serious Injury or Illness

a. If an employee becomes seriously injured or ill, while on duty:

- The employee must notify, or request to have notified, emergency personnel by calling 911 and requesting assistance.
- The employee must also notify, or request to have notified, his/her supervisor.

b. If an injured or ill employee is unable to respond on their own behalf, or make a determination as to the severity of their condition, any responding employee must:

- Notify emergency personnel by calling 911 and describing the situation.
- The responding employee must then provide any first aid and comfort prior to the arrival of emergency personnel.
- The responding employee should also, if possible, notify the injured or ill persons supervisor.

### 2. Non-Serious Injury or Illness

If an employee is non-seriously ill or injured while on duty:

- The employee should notify his/her supervisor.

Maricopa Medical Center and Ambulatory Care Centers are exempt from the provisions of this policy as they have adequate internal emergency procedures in place.

## C. Authority and Responsibility

County employees have the responsibility and authority to take positive action in assisting County employees who require medical assistance.

## D. Procedures

1. In the event that a county employee is seriously injured or becomes seriously ill while on duty, the responding employee should notify the 911 operator of the situation. Maricopa Medical Center and Ambulatory Care Centers are exempt as they have adequate internal emergency procedures in place.
2. If emergency personnel are clearly and obviously not necessary and if the employee requires medical attention or wishes to return home, the following options are permissible if the employee feels he or she cannot proceed alone:
  - a. The injured/ill employee may notify, or request to have notified, a family member or another individual to arrange for transportation.

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OR

- b. Elected officials, department directors, or supervisors in charge may ask a co-worker to transport the injured or ill person by an available assigned County vehicle or private vehicle. The injured or ill person must give permission to the co-worker to operate the injured or ill persons private vehicle.

OR

- c. Elected officials or department directors may utilize the provisions of the County's contract for taxi-cab services to provide needed transportation for their injured/ill employees at the County's expense. When requesting service from the taxi-cab company under contract, the dispatcher must be informed of the County contract. Detailed procedures for using the County contract for taxi-cab services are available from Materials Management.